

## Required Minimum Periods for Retention of Records

Type of Record	Timescale for retention of records
Risk Assessments	Keep the latest risk assessment until a new one replaces it
Purchasing records (excluding medical devices and medical equipment)	Keep for eighteen months
Records on the purchasing of medical devices and medical equipment	Keep for eleven years
General operating policies and procedures	Keep the current version and the previous version for three years
Records of incidents, events or occurrences that require notification to the Care Quality Commission	Three years
Records concerning the use of restraint, deprivation of liberty or detention under the Mental Health Act	Three years
Records concerning maintenance of the premises	Three years
Record concerning maintenance of equipment	Three years
Records concerning electrical testing	Three years
Records concerning fire safety	Three years
Records concerning water safety	Three years
Records concerning medical gas safety, storage and transport	Three years
Records of money or valuables deposited for safe keeping	Three years
Staff employment service records	Three years following date of last entry
Duty rosters	Four years after the year to which they relate
Final annual accounts	Thirty years
Social care records for adults	Three years from date of last entry
Social care records for children	Eighty years from date of last entry